



To: All HOPWA Project Sponsors
From: Lisa Coffman, HOPWA Coordinator
Date: January 24, 2003
Re: **Current Leases**

Notice: HOPWA 02-07

This memo will serve as a reminder to HOPWA project sponsors that *current* leases must be submitted for verification of residency and support documentation for **all** rental assistance clients.

During IHFA's HOPWA start-up training in July, we talked about the support documentation that is required for any client receiving rental assistance (long-term and short-term). Clients must submit current leases to project sponsors. ***Current leases are leases that are in effect for the whole period the client is receiving assistance.***

For example, if a client is requesting short-term assistance for March 2003, the corresponding lease must be in effect during a period that encompasses March 2003. If the client provides a lease where the term is January 2002 – February 2003, that lease is ineligible.

Another example includes a client receiving long-term assistance for August 2002 – July 2003. The initial lease provided by the client was from December 2001 – November 2002. The client must provide a copy of the new lease in effect from December 2002 – November 2003 in order to be in compliance.

We are reiterating these policies to ensure that the Indiana HOPWA program remains in compliance with HUD's rules for HOPWA administration. IHFA reserves the right to disallow claims if current leases are not submitted as requested.

If you have any questions or concerns regarding the information in this memo, please contact Lisa Coffman at (317) 233-1814 or (800) 872-0371 or via e-mail at lcoffman@ihfa.state.in.us.

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